

POST Correction Officer IV-2

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Name of Correction Officer	Correction Academy Class Number	Date of Correction Academy Class
Employing Agency: POST ID # Last 4 #s of SSN First 4 Letters of First Name Day of Birth (01-31)		
Name of Field Training Officer	Field Training Dates From:	To:
1.		
2.		
3.		
<p>This training guide is a listing of basic Correction Officer responsibilities, tasks and procedures. The Field Training Officer (F.T.O.) will use this guide during the training of a recruit. The F.T.O. will explain each item, and whenever practical, demonstrate the task or procedure to the recruit. When the F.T.O. believes that the recruit is capable of handling a specific task, he will require the recruit to perform the task while he observes. The F.T.O. should pace himself to insure that sufficient time is allotted for explaining and/or performing each and every task. When an item has been satisfactorily performed, the F.T.O. will enter the date of completion in the proper column and initial. This is not an exhaustive list, and when unlisted situations arise, the F.T.O. should demonstrate the proper procedure for handling the situation and record such action at the end of the guide. IF A LISTED TASK DOES NOT APPLY TO YOUR DEPARTMENT, PLACE N/A (NOT APPLICABLE) IN THE ALLOTTED SPACE.</p>		
I have been instructed in all items as recorded in this field training guide.		Reviewed by
_____ Signature of Correction Trainee Date		_____ Agency Training Reviewer-Title Date

Remarks/Comments:

This form must be signed and dated by the agency head attesting to the completion of the above criteria.

Agency Head signature

Date